

## HEALTHY COMPUTING EMAIL TIP: KEYSTROKES

Optimize your performance and prevent computer-related injuries with Healthy Computing Email Tips! The APHIS Ergonomics Program will regularly provide hints to help you stay healthier while working.

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Do you feel increasing discomfort from using your mouse as the day passes? Do you hold your breath and stabilize (stiffen) your whole body as you carefully move the cursor to a specific location on the screen? We often fixate and hold our breath when doing precise movements. You can achieve relaxed rhythmic breathing and dissipate muscle tension when you replace mouse movements with KEYSTROKES.

### HOW TO SUBSTITUTE KEYSTROKES:

For many common commands, use keystrokes instead of moving the cursor to the menu commands. Implement some of the following (PC Windows users):

- Use arrow keys (up, down, left and right) and/or page up or page down to control cursor movement.
- When filling in forms, use the Tab key to move from box to box; use Ctrl and Tab to move backward from box to box.
- Use [Ctrl S] to save a document.
- Use [Ctrl P] to print a document.
- Use [Ctrl N] to open a new document.
- Use Alt plus the 1st letter of the pop-down menu (such as F for File) to access the sub-menu items. Then, press the letter of the sub-menu item to perform the function.
- Use the Windows key and letter E to open Windows Explorer.
- Use [Alt F4] to exit an application.
- When shutting down the computer press the Windows key then, U and Enter.

Get to know the common sub-menu items you frequently use and make a list of the keystrokes that can be used instead of the mouse.

Regardless, make sure that you take micro-breaks every 60 seconds (1 to 2 seconds), take meso-breaks every 10-15 minutes (5 to 60 seconds) and large movement breaks every hour. Always take your morning and afternoon 15 minute breaks and lunch break away from your desk.